

DRAFT MINUTES
ORDINANCE DEVELOPMENT AND REVIEW SUBCOMMITTEE

Tuesday, October 1, 2013

Conference Room B, Audrey P. Beck Municipal Building

Members present: Peter Kochenburger, Bill Ryan
Staff present: Maria Capriola, Assistant Town Manager, Lynda Lambert, Administrative Services Specialist,
Cherie Trahan, Director of Finance; Curt Vincente, Director of Parks and Recreation
Recreation Advisory Committee Member: Howard Raphaelson
Public present: None

Call to Order

P. Kochenburger called the meeting to order at 7:34 a.m.

Approval of Minutes

Minutes of the meeting held on August 13, 2013 were approved.

Discussion on the Fee Waiver Ordinance (pertaining to Parks and Recreation activities only)

P. Kochenburger asked staff to provide a general update on the main questions that were left following the last meeting. These included: 1) what is the staff recommendation on the proposed multiple tiers, 2) clarify how the fee waiver program in its entirety will be subsidized by the General Fund; 3) look at areas of expansion of services to be provided; and 4) look at limits per household based upon the size of the household and how much that cap would affect parks and recreation users.

C. Vincente gave an overview of reports and other details that address the questions asked of staff. M. Capriola noted that the tax forms that are required for other town programs can be requested for the fee waiver program. P. Kochenburger asked that staff get a confirmation from the Town Attorney, especially as it relates to FOI discloseable information.

M. Capriola handed out and reviewed the proposed changes to the Fee Waiver Ordinance. She also reviewed proposed income limit per household scenarios. Staff recommends that we stay with the 50% and 90% approval levels if the changes are approved and evaluate the impacts after the first year. This will allow for time to analyze data before new tiers are added. M. Capriola also reviewed household cap options. C. Trahan explained the adjustments needed in the General Fund to make up for the previous fiscal year fee waivers granted. B. Ryan noted that the new before and after school program that was implemented last year is the main cause of the increase in cost to the program.

L. Lambert explained the State's Care for Kids program, noting that there are other programs that residents can avail themselves of in addition the fee waiver program. M. Capriola strongly suggests that the Town use the HUD determination for low income since that will be consistent with other Town programs.

P. Kochenburger reviewed the next steps, including a thorough review of the proposed changes to the wording of the ordinance, suggestion to hold off on a new tier of a 25% approval level, a decision on the proposed cap levels as presented by staff, and identifying other programs available by the State that provide our residents with additional support.

Public Participation

No members from the public were present.

Next Meeting/Future Agenda Items

The next meeting was scheduled for Wednesday, October 23, 2013 at 8:00am.

Adjournment

The meeting was adjourned at 8:53 am.

Respectfully submitted, Curt Vincente